

VII. Annual Review of Doctoral Students

CYAF conducts an annual review of doctoral students.

Evaluation Process

1. The CYAF Graduate Chair will send out the evaluation instructions to students on April 15 of each year.
2. Students are asked to submit to the Graduate Chair the following documents by April 30 of each year that will then be added to their student file (OneDrive folder):
 - a. CV
 - b. List of accomplishments over past year, progress toward graduation goals, and
 - c. Description of any concerns/problems/challenges to meeting graduation goals.
3. GA Supervisor evaluations will be added to the student's OneDrive folder.
4. Primary advisors will review the student's file and will write the annual evaluation letter (addressed to the student) for each of their doctoral advisees documenting the student's:
 - a. Annual progress made toward graduation goals and accomplishments; as well as
 - b. Any personal and/or professional concerns that are challenging progress toward program completion.
5. Annual letters should be submitted to the Administrative Associate by June 1 of each year. The Administrative Associate will then send the letter to the advisor and the student to sign (via DocuSign) acknowledging the letter. The signed letter will be added to the student's OneDrive file.